

Office of Property Management (AM0)

The mission of the Office of Property Management (OPM) is to maximize the value of the District's real property assets, and to create a wholesome environment for the District's customers, workforce, and all other facility users.

Interim Agency Director	Harold Nelson
Proposed Operating Budget (\$ in thousands)	\$34,819
Funds Pending Certification	\$2,500
Proposed Operating Budget with Funds Pending Certification	\$37,319

Fast Facts

- | | |
|---|---|
| <ul style="list-style-type: none"> The proposed FY 2001 operating budget is \$34,818,761, an increase of \$3,711,167 over the FY 2000 budget. There are 282 full-time equivalents (FTEs) supported by this budget. The agency has been targeted to receive an additional \$2,500,000, and 7 FTEs from funds pending certification. These additional funds are for costs to support the Omnibus Real Property Asset Management. These funds will be made available upon certification by the Chief Financial Officer for the District of Columbia. | <ul style="list-style-type: none"> During FY 2000, the Office of Property Management completed a facility condition assessment of the agency's core properties and commenced making priority repairs. The assessment identified the most critical deferred maintenance currently facing District-owned property. During FY 2000, the Office of Property Management significantly reduced holdover penalties and late fees through the implementation of an automated lease system (Visual Lease). Visual Lease allowed the Office to streamline the administration and management of its lease portfolio. |
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FY 2001 Proposed Budget by Control Center

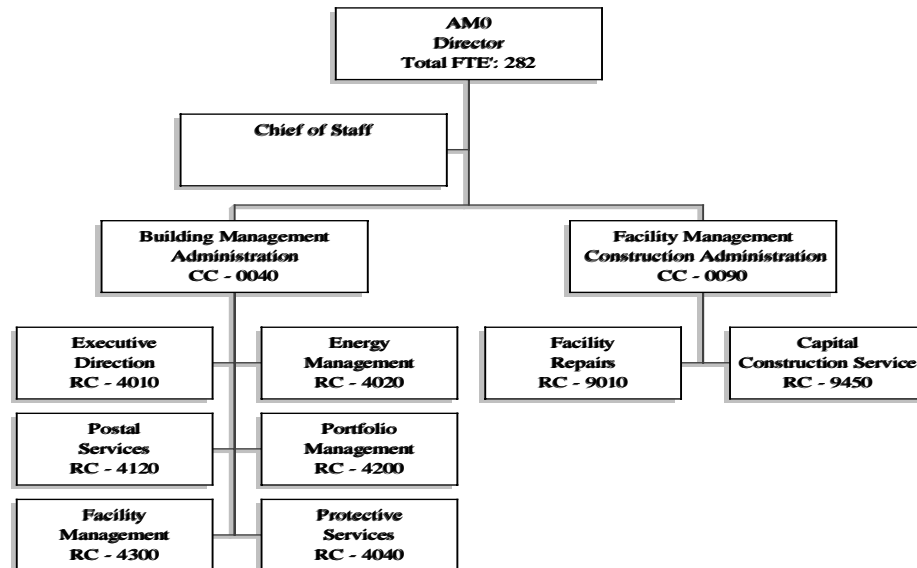
The basic unit of budgetary and financial control in the District's financial management system is a control center. The Office of Property Management is comprised of two control centers that serve as the major components of the agency's budget.

FY 2001 Proposed Budget by Control Center	
(Dollars in Thousands)	
Office of Property Management	
Control Center	Proposed FY 2001 Budget
0040 BUILDING MANAGEMENT ADMINISTRATION	25,628
0090 FACILITY OPERATIONS CONSTRUCTION ADMIN	9,190
AM0 Office of Property Management	34,819

Agency Overview and Organization

The Office of Property Management (OPM) has primary responsibility for facility management services within the District government. OPM performs acquisition, construction, leasing, facility management, repair and alteration, facility modernization, and security services for the tenant agencies/occupant of its facilities. The Office is divided into the following divisions:

- The Office of the Director provides departmental management, administration, and leadership, and develops and implements policies, regulations, and guidelines. The Office of the Director also provides oversight over technical, financial and budgetary matters.
- Portfolio Management directs matters relating to the acquisition and disposition of real estate interests, and the planning and management of real estate to achieve its highest and best use.
- Facility Management administers building operations and services, including engineering, custodial, inspection, planning, repairs, and non-structural improvements. Facility Management also manages and monitors contract compliance over the District's janitorial contracts, trash removal contracts, window washing contracts, and landscape service contracts.
- Postal Services manages the District's inter-agency mail program.
- Protective Services administers security contracts, and develops and maintains rules, regulations, instructions and procedures regarding security related functions. It also provides security services for District-owned and leased facilities, and manages the District's electronic surveillance system.
- Energy Management processes the District's electronic, natural gas, fuel oil, and stem invoices, and manages the District's energy conservation program.
- Capital and Construction Services provides design and engineering services, and project management and construction management oversight to the District's capital improvement program for facilities.
- Facility Repairs provides monitoring and management of all facility repairs, performs project management relating to repair activities, monitors contracts, and performs major and minor repairs.



FY 2001 Proposed Operating Budget

The Office of Property Management's Operating Budget is composed of two categories: (1) Personal Services (PS), and (2) Nonpersonal Services (NPS).

Within the PS budget category are several object classes of expenditure such as regular pay, other pay, additional gross pay, and fringe benefits. Within the NPS budget category are several object classes of expenditure such as supplies and materials, utilities, communications, rent, other services and charges, contractual services, subsidies and transfers, equipment and equipment rental, and debt service.

Authorized spending levels present the dollars and related full-time equivalents (FTE) by revenue type. Revenue types include: Local (tax and non-tax revenue not earmarked for a particular purpose); (Other fees, fines, etc); and Intra-District (payments for services provided by one District agency to another District agency).

FY 2001 Proposed Operating Budget

(Dollars in Thousands)

Office of Property Management

Object Class	Actual FY 1999	Approved FY 2000	Proposed FY 2001	Variance				
Regular Pay -Cont. Full Time	10,512	10,595	10,859	264				
Regular Pay - Other	75	0	0	0				
Additional Gross Pay	460	392	392	0				
Fringe Benefits	1,916	1,579	1,922	342				
Unknown Payroll Postings	0	0	0	0				
Subtotal for: Personal Services (PS)	12,962	12,567	13,173	606				
Supplies and Materials	1,042	1,410	1,310	-100				
Utilities	22	824	520	-304				
Telephone, Telegraph, Telegram	-35	270	200	-70				
Rentals - Land and Structures	78	630	630	0				
Other Services and Charges	15,247	3,392	3,547	155				
Contractual Services - Other	3,118	11,403	14,812	3,409				
Subsidies and Transfers	1,041	0	0	0				
Equipment and Equipment Rental	80	612	627	15				
Subtotal for: Nonpersonal Services (NPS)	20,592	18,541	21,646	3,105				
Total Expenditures:	33,554	31,108	34,819	3,711				
Authorized Spending Levels by Revenue Type:	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars	FTEs	Dollars
Local	67	6,948	77	7,229	62	6,620	-15	-609
Federal	0	500	0	0	0	0	0	0
Other	0	1,163	2	1,923	1	1,930	-1	8
Intra-District	204	24,944	199	21,956	219	26,269	20	4,313
Total:	271	33,554	278	31,108	282	34,819	4	3,711

Agency Funding Summary

The proposed FY 2001 operating budget *for all funding sources* is \$34,818,761, an increase of \$3,711,167, or 10.5 percent, over FY 2000 approved budget. The Office of Property Management receives 19.0 percent of its funding from local, 5.5 percent from other, and 75.4 percent from intra-District sources. There are 282 FTEs supported by this budget.

- **Local.** The proposed *local* budget is \$6,619,506, a decrease of \$609,358. This amount includes a decrease of \$664,358 in personal services, and an increase of \$55,000 in nonpersonal services. There are 62 FTEs supported by local sources.

The change in personal services is comprised of:

- \$151,040 increase for the 6 percent pay raise for non-union employees
- (\$300,000) decrease for vacancies that will not be filled in FY 2001
- (\$515,398) decrease in local funding for the Energy Management and Facility Services office

The change in nonpersonal services is comprised of:

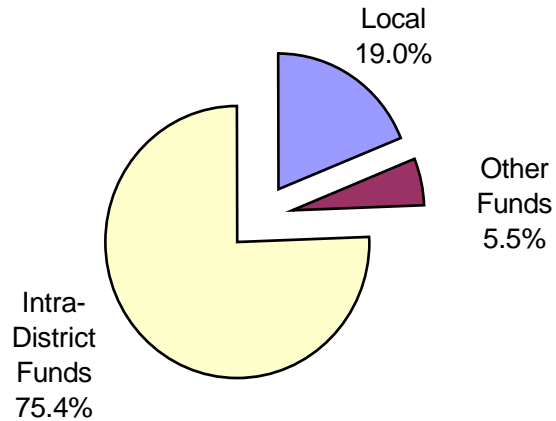
- \$55,000 increase for security costs based on Office of Property Management estimates

- **Other.** The proposed *other* budget is \$1,930,231, an increase of \$7,678. This amount includes an increase of \$107,702 in personal services, and a decrease of \$100,024 in nonpersonal services. There is one FTE supported by other revenue sources.
- **Intra-District.** The proposed *intra-District* budget is \$26,269,024, an increase of \$4,312,847 and 20 FTEs. Of this increase, \$1,162,847 is in personal services, and \$3,150,000 is in nonpersonal services. There are 219 FTEs supported by intra-District sources.
- **Funds Pending Certification.** The agency has been targeted to receive an additional \$2,500,000 and 7 FTEs in FY 2001. These additional funds are for costs to support the Omnibus Real Property Asset Management. These funds will be made available upon certification by the Chief Financial Officer for the District of Columbia. Further information is provided in the Funds Pending Certification chapter.

Figure 1

**Of the total
Proposed FY 2001
Operating Budget,
19.0 percent is
Local.**

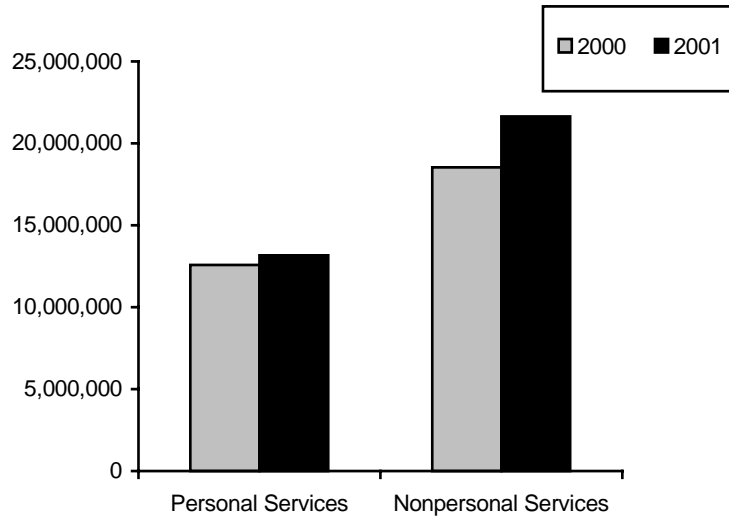
Intra-District funds are 75.4 percent and other funds are 5.5 percent of the total FY 2001 operating budget.

**Figure 2**

**FY 2001 Proposed
Budget Includes an
Increase for PS and
NPS**

Personal Services increased by 4.8 percent, from \$12.6 million in FY 2000 to \$13.2 million in FY 2001.

Nonpersonal services increased by 16.7 percent, from \$18.5 million to \$21.6 million.



Occupational Classification Codes

Occupational Classification Codes (OCC) are used by federal agencies like the Bureau of Labor and Census Bureau, as a way of classifying workers into eight major occupational categories for the purpose of collecting, calculating, or disseminating data. The Office of Property Management workforce is divided among all eight occupational classification codes.

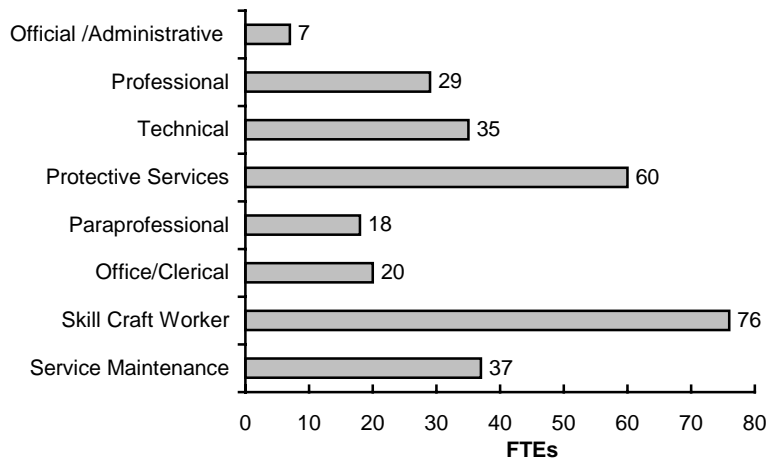
Agency FTEs by Occupational Classification Code

OC Code	FTEs in FY 2001
Official /Administrative	7
Professional	29
Technical	35
Protective Services	60
Paraprofessional	18
Office/Clerical	20
Skill Craft Worker	76
Service Maintenance	37
Total	282

FTE Analysis

Agency FTEs by Occupational Classification Code

The Office of Property Management is an administrative agency. Of the total FTEs, 27 percent are Skill Craft Workers. Another 21 percent are Protective Services employees.



Control Center Summaries

0040 Building Management Administration

FY 2001 Proposed Operating Budget**Object Class:** 0040

BUILDING MANAGEMENT ADMINISTRATION

(Dollars in Thousands)

Office of Property Management

Object Class	Actual FY 1999	Approved FY 2000	Proposed FY 2001	Variance
Regular Pay -Cont. Full Time	2,788	5,344	5,927	583
Additional Gross Pay	256	288	288	0
Fringe Benefits	504	802	862	61
Subtotal for: Personal Services (PS)	3,548	6,433	7,076	643
Supplies and Materials	50	404	404	0
Utilities	22	824	520	-304
Telephone, Telegraph, Telegram	-35	270	200	-70
Rentals - Land and Structures	78	630	630	0
Other Services and Charges	12,565	3,134	3,289	155
Contractual Services - Other	1,645	9,535	12,944	3,409
Equipment and Equipment Rental	0	349	564	215
Subtotal for: Nonpersonal Services (NPS)	14,325	15,147	18,552	3,405
Total Expenditures:	17,872	21,580	25,628	4,048

**Authorized Spending Levels
by Revenue Type:**

	Dollars	Dollars	Dollars	Dollars
Local	1,680	7,229	6,620	-609
Federal	500	0	0	0
Other	24	1,923	1,930	8
Intra-District	15,669	12,429	17,079	4,650
Total:	17,872	21,580	25,628	4,048

0040 Building Management Administration

BUILDING MANAGEMENT ADMINISTRATION				
(Dollars in Thousands)				
Office of Property Management				
Program			Proposed FY 2001 FTEs	Proposed FY 2001 Budget
4010	OFFICE OF DIRECTOR		8	600
4020	ENERGY MANAGEMENT & FACILITY SERVICES		0	0
4030	CUSTODIAL SERVICES		0	3,088
4040	PROTECTIVE SERVICES		63	13,451
4120	POSTAL SERVICES		5	500
4200	PORTFOLIO MANAGEMENT		8	984
4300	FACILITY MANAGEMENT		47	7,005
0040	BUILDING MANAGEMENT ADMINISTRATION		131	25,628
Total by Revenue Type:				
0040	BUILDING MANAGEMENT ADMINISTRATION	Local	62	6,620
0040	BUILDING MANAGEMENT ADMINISTRATION	Federal	0	0
0040	BUILDING MANAGEMENT ADMINISTRATION	Other	1	1,930
0040	BUILDING MANAGEMENT ADMINISTRATION	Intra-District	68	17,079
0040	BUILDING MANAGEMENT ADMINISTRATION	Total	131	25,628

Program Overview

The Building Management Administration manages the various functions involved in real property management. This administration is divided into seven distinct units: Executive Direction, Energy Management, Custodial Services, Protective Services, Postal Services, Portfolio Management, and Facility Management. Each unit performs work related to their unique function while supporting Property Management's overall goal of increasing the value of the District's real estate portfolio.

The Building Management Administration has recently implemented a variety of innovative programs to improve the management of the District's real estate portfolio. In addition, the Office of Property Management has streamlined the management and administration of its leases. OPM has also procured landlord representation brokers to assist in increasing the amount of income earned from underutilized or vacant commercial property.

In FY 2001, the Energy Management division expects to realize approximately \$3 million in savings from the implementation of a newly designed Energy Program. Along with the savings from the Energy Management program, OPM expects to realize other fixed cost savings as well.

The agency has been targeted to receive an additional \$2,500,000, and 7 FTEs in FY 2001. These additional funds are for costs to support the Omnibus Real Property Asset Management. These funds will be made available upon certification by the Chief Financial Officer for the District of Columbia.

0040 Building Management Administration

Proposed Budget Summary

The proposed FY 2001 budget for Building Management Administration totals \$25,628,281, an increase of \$4,048,320 over FY 2000. There are 131 FTEs supported by this control center.

- **Local.** The proposed *local* budget is \$6,619,506, a decrease of \$609,358 from FY 2000. This amount includes a decrease of \$664,358 in personal services, and an increase of \$55,000 in nonpersonal services. There are 62 full-time positions supported by local sources.

Major changes affecting the *local* budget include:

- \$151,040 increase for the 6 percent pay raise for non-union employees
 - (\$300,000) decrease for vacancies that will not be filled in FY 2001
 - (\$515,398) decrease in local funding for the Energy Management and Facility Services office
 - \$55,000 increase for security costs based on OPM estimates
- **Other.** The proposed *other* budget is \$1,930,231, an increase of \$7,678. This amount includes an increase of \$107,702 in personal services, and a decrease of \$100,024 in nonpersonal services. There is one full-time equivalent supported by other sources.
 - **Intra-District.** The proposed *intra-District* budget is \$17,078,544, an increase of \$4,650,000 over FY 2000. Of this increase, \$1,200,000 is in personal services, and \$3,450,000 is in nonpersonal services. There are 68 full-time positions supported by intra-District sources.

0090 Facility Operations Construction Administration**FY 2001 Proposed Operating Budget****Object Class:** 0090

FACILITY OPERATIONS CONSTRUCTION ADMIN

(Dollars in Thousands)

Office of Property Management

Object Class	Actual FY 1999	Approved FY 2000	Proposed FY 2001	Variance
Regular Pay -Cont. Full Time	7,178	5,251	4,933	-319
Regular Pay - Other	75	0	0	0
Additional Gross Pay	198	105	105	0
Fringe Benefits	1,329	778	1,059	282
Subtotal for: Personal Services (PS)	8,781	6,134	6,096	-37
Supplies and Materials	977	1,006	906	-100
Utilities	0	0	0	0
Other Services and Charges	2,665	258	258	0
Contractual Services - Other	401	1,867	1,867	0
Equipment and Equipment Rental	80	263	63	-200
Subtotal for: Nonpersonal Services (NPS)	4,123	3,394	3,094	-300
Total Expenditures:	12,904	9,528	9,190	-337
Authorized Spending Levels by Revenue Type:				
	Dollars	Dollars	Dollars	Dollars
Local	3,630	0	0	0
Intra-District	9,274	9,528	9,190	-337
Total:	12,904	9,528	9,190	-337

0090 Facility Operations Construction Administration

FACILITY OPERATIONS CONSTRUCTION ADMIN			
(Dollars in Thousands)			
Office of Property Management			
Program		Proposed FY 2001 FTEs	Proposed FY 2001 Budget
9010 FACILITY REPAIR ADMINISTRATION		104	6,207
9450 BUILDING DESIGN & ENGINEERING/CAPITAL		47	2,983
0090 FACILITY OPERATIONS CONSTRUCTION ADMIN		151	9,190
Total by Revenue Type:			
0090 FACILITY OPERATIONS CONSTRUCTION ADMIN	Local	0	0
0090 FACILITY OPERATIONS CONSTRUCTION ADMIN	Intra-District	151	9,190
0090 FACILITY OPERATIONS CONSTRUCTION ADMIN	Total	151	9,190

Program Overview

The Facilities Operation Construction Administration's primary function is to renovate, restore, repair and modernize District-owned facilities. The Capital Construction division focuses on managing design and engineering projects and the Facility Repairs division performs minor and major repairs.

The Facilities Operation Construction Administration is currently in the process of reengineering both the Capital Construction and Facility Repair divisions, with the goal of moving from direct services delivery to contract oversight and program management. Once the reengineering is completed, OPM will focus on project and program management, contract administration, and operational and financial monitoring.

Proposed Budget Summary

The proposed FY 2001 budget for Facility Operations Construction Administration totals \$9,190,480, a decrease of \$337,153 from FY 2000. There are 151 FTEs supported by this control center.

- **Intra-District.** The proposed *intra-District* budget is \$9,190,480, a decrease of \$337,153 from FY 2000. Of this decrease, \$37,153 is in personal services, and \$300,000 is in nonpersonal services. There are 151 full-time positions supported by intra-District sources.